

<h1>Correction 横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>Closing date is changed from 28 to 22 Apr 03</p>		広報番号 : Announcement No.	23-SRF-63-03 (C)
		募集締切日: Closing Date	22 Apr 03
		発行日: Date of Issue	15 Apr 03
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>2</u>) Office Automation Clerk #605 <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade		募集人数 No. of Recruitment <div>1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity U. S. Naval Ship Repair Facility, Yokosuka Administrative Department (C-800), Management Division (C-840) [Physical Location: Planning Department (C-200), Planning & Estimating Division (C-225)]			
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular 勤務日 Work Days : Monday thru Friday 勤務時間・休憩 Work Hours/Recess Period 08:00 – 16:45/12:00 – 12:45 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> 常用 Permanent <input checked="" type="checkbox"/> 限定 Limited Term (<u>4</u> カ月 Months)			
6.職務内容 Duties Performs routine clerical tasks such as answering telephone, taking messages and/or referring callers to appropriate staff members. Performs general office automation duties requiring knowledge of general office automation hardware and software applications. Inputs data into a computer to update the workload analysis. Performs other related or incidental duties as assigned.			
7.資格要件/身体条件 Qualification /Physical Requirements a. One year of general experience OR one year of education in any fields after senior high school. b. Skill in operating personal computer such as MS Word, Excel, PowerPoint and Access. c. Ability to perform general clerical duties. b. Ability to speak, read and write English at average proficiency level (LAD-2). *A handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12 x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is not accepted.)		
問い合わせ先 for Job Inquiries ・ 担当部署/担当者名 Office U. S. Naval Ship Repair Facility (SRF) Management Div. (Code 840) Ms. Takano/(Satomi) ☎046-821-1911 (Extension/内線) 243-4552/(4553)	提出先 Office to Submit 〒238-0015 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-821-1911 (内線/Extension) 243-8153	事務処理欄 For Official Use PD No.: SRF-840-008-LT PD is accurate and current. Certified by Activity: KK HRO: ah4/14 so4/14 ey

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.
 提出された応募書類はお返ししません Submitted applications will not be returned.